

## OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

August 22, 2017

**SUBJECT: PURCHASE OF FIREARMS/LARGE CAPACITY MAGAZINES  
BY SWORN OFFICERS – RENAMED AND REVISED**

**PURPOSE:** Per California Penal Code Section 27650, the California Department of Justice will only accept Firearm Purchase Letters approved by the Department's head of the agency, or Chief of Police. This Order renames and revises Department Manual Section 3/610.19, *Purchase of Firearms/Large Capacity Magazines by Sworn Officers*.

**PROCEDURE:**

**I. PURCHASE OF FIREARMS/LARGE CAPACITY MAGAZINES BY SWORN OFFICERS – RENAMED AND REVISED.** Department Manual Section 3/610.19, *Purchase of Firearms/Large Capacity Magazines by Sworn Officers*, has been renamed *Purchase of Firearms by Sworn Officers*. Attached is the revised Department Manual section with the revisions indicated in italics.

**II. FIREARMS PURCHASE WAIVER LETTER.** The Firearms Purchase Waiver Letter shall be completed by officers who are requesting to purchase an authorized on-duty or off-duty firearm without waiting the normal 10-day waiting period. The waiver letter shall be completed on Department letterhead, and scanned and emailed to the officer's commanding officer.

**A. Use of Letter.** This letter certifies that the applicant is a full-time paid peace officer as per California Penal Code Section 830.1, is currently employed by the Los Angeles Police Department, and is authorized the specific purchase or transfer of the firearm(s) without the 10-day waiting period required of purchasers who are part of the general public.

**B. Completion.** The completion of this Letter is self-explanatory.

**C. Distribution.**

1 – Original, retained in the Records Unit, Personnel Division.

**1 – TOTAL**

Attached is a Waiver Letter exemplar that can be used to assist officers in completing the Waiver Letter.

**AMENDMENTS:** This Order amends Section 3/610.19 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to be 'CB' with a stylized flourish at the end.

CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

# LOS ANGELES POLICE DEPARTMENT

**CHARLIE BECK**  
Chief of Police



**ERIC GARCETTI**  
Mayor

P.O. Box 30158  
Los Angeles, Calif. 90030  
Telephone: (213) 486-0150  
TTD#: 877-275-5273  
Ref: 1.3

Date:

To: Authorized Firearms Dealer (include name and address)

Re: \_\_\_\_\_  
*Employee Name* *Rank* *Serial No.*

Firearm to be purchased: *Make* \_\_\_\_\_ *Model* \_\_\_\_\_ *Caliber* \_\_\_\_\_  
*Type* \_\_\_\_\_ *Barrel Length* \_\_\_\_\_ *Finish* \_\_\_\_\_

This letter serves to certify that the above employee is a full-time paid peace officer as per California Penal Code Section 830.1 who is currently employed by the Los Angeles Police Department. The employee is authorized to carry a firearm in the performance of his or her duties. Under the provision of California Penal Code Section 27650(a)(1)(2), the employee is authorized the specific purchase or transfer without the required 10-day waiting period.

Authorized by:

\_\_\_\_\_  
*Commanding Officer (please print)* *Area/division*

APPROVED:

JORGE A. VILLEGAS, Assistant Chief  
Director, Office of Administrative Services

APPROVED:

**CHARLIE BECK**  
Chief of Police

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**VOLUME III**  
**Revised by Special Order No. 10, 2017**

**610.19 PURCHASE OF FIREARMS BY SWORN OFFICERS.** When a *full-time paid peace officer(s)* requests to purchase an **authorized** on-duty or off-duty firearm without waiting the normal 10-day waiting period, Area/division commanding officers (*CO*) may *authorize* a *Firearms Purchase Waiver Letter* (waiver letter). This waiver letter will allow officers to take possession of purchased firearms immediately, without waiting the 10-days required of purchasers who are part of the general public. *The waiver letter must be completed, scanned, and emailed to their CO.* When requesting to purchase a controlled weapon, such as an assault weapon as defined by the California Department of Justice, only the Chief of Police (*COP*) or his or her designee may sign the state mandated forms and waiver letter. Bureau and divisional *COs* are specifically prohibited from approving the private purchase of controlled weapons.

Any officer who has difficulty in securing the release of a *firearm* from a gun dealer prior to the normal 10-day waiting period *after a waiver letter has been issued*, must **not** insist upon the early release of the weapon. When appropriate, the officer must contact and be guided by the direction of his or her *CO* who may, at his or her discretion, refer the dealer to the *Gun Unit, Gang and Narcotics Division*.

**Officer's Responsibilities.** Officers requesting a 10-day waiver letter to purchase an **authorized** on-duty or off-duty firearm must request and obtain *authorization* from his or her *CO*. Officers must indicate the name and address of the business where the firearm will be purchased and a complete description of the firearm to be purchased including the type, make, model, barrel length, finish, capacity, and caliber. The firearm must be on the Department's Approved Firearms list maintained by the Firearms Training Unit (FTU), Training Division.

Officers requesting to purchase a patrol rifle must obtain approval and/or waiver letters from the Director, Office of Administrative Services (*OAS*), who is authorized by the *COP* to approve the private purchase of a patrol rifle.

**Commanding Officer's Responsibilities.** Upon receipt of a request of a 10-day waiting period waiver letter, the *CO* will either *authorize* or deny the request. The *CO's authorization* also certifies that the officer *is not prohibited from possessing* a firearm (e.g., domestic violence conviction, subject to a court order, *Welfare and Institutions Code Section 5150, narcotics user*). *The CO shall sign the waiver letter, and scan and email it to the Director, OAS, via the waiver letter contact person designated by the Director, OAS. The Director, OAS, will approve or deny the letter and if applicable, forward it to the COP for final approval. Once approved, the letter shall be returned to the applicant.*

**Note:** *A separate waiver letter shall be completed for each firearm.*

Commanding officers are to direct all requests for the purchase of patrol rifles to the Director, *OAS*, who is authorized by the Chief of Police to approve the private purchase of patrol rifles.

**Note:** In compliance with the Bureau of Criminal Information and Analysis, California Department of Justice, the Department is **prohibited** from using the California Law Enforcement

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Telecommunications System to access State summary criminal history information to determine if an officer is prohibited from possessing a firearm(s).